



REQUESTING A ZONING LETTER

1. All requests for Zoning Letters shall be on company letterhead or in standard letter format and signed by the requestor.
2. A Zoning Letter request shall state exactly the information you need to obtain, such as the zoning district of the property, the permitted uses for the district, the development rights for the property (ie. density and height limitations) or any information of a zoning nature.
3. The Zoning Letter request shall state the legal address and Folio number of the property you are inquiring about.
4. The Zoning Letter request shall indicate who the zoning letter should be addressed to and the mailing address .
5. The Zoning Letter request shall indicate the name and phone number of the contact person initiating the request.
6. The Zoning Letter request shall include a check or money order payable to the City of North Miami in the amount of \$100.00.
7. All zoning letters will be mailed unless the request states that you wish to pick up the letter in person at the offices of the Department of Building and Zoning.
8. If you are planning to open a business at the property that you are requesting information for, you will be required to obtain an approval of a Certificate of Use prior to the issuance of a Business Tax Receipt (previously an Occupational License). The Certificate of Use must also be approved by Miami-Dade County DERM and WASA for water and sewer allocation. If this inquiry is solely for the purpose of licensing a business at the location, the proper application for zoning verification is through the Certificate of Use application (forms are available on the Department's website).
9. Information regarding open permits or open violations is not considered zoning information and must be requested through the building division as a Property Search for Open Permits and Code Violations (forms are available on the Department's website).